



DATE: April 26, 2013

TO: All Offerors

FROM: Gaurang P. Pathak  
Manager of Financial Services/Internal Control

SUBJECT: ADDENDUM TO RFP - CONTRACT NO. CSD-2013-19

### **RFP for Educational Diagnostician Services**

#### **ADDENDUM #2 Questions & Answers**

##### **Questions & Answers**

<b>Questions</b>	<b>Answers</b>
1. Section number: 2 Paragraph number: heading- "Additional requirements" Page number: 2 Text of passage being questioned: "Additional requirements" Question: Do these need to be provided with the proposal or upon being awarded the proposal?	Additional requirements: These can be provided upon award of the contract but prior to providing services to the Christina School District.
2. Section number: 2 Paragraph number: B. Reference Page number: 4 Text of passage being questioned: Provide minimum three (3) references with name, address, phone number and contact person.  Question: Can these be from Special Education Directors or Principals working in DE but not for Christina SD?	Yes.
3. <b>Section II, Paragraph 1, Page 2,</b> Question: How many FTE does Christina School District currently outsource i.e. is this an increase over the current school year?	None. District will outsource this service for the first time
4. <b>Section II, Paragraph 1, Page 2,</b> Questions: Who are your current providers of Educational Diagnostician?	District teachers with Special Ed. Degree/certification

## Questions & Answers

5. <b>Section II, Paragraph 1, Page 2,</b> Question: What are the current rates for services being charged per provider (or a prior bid tabulation)?	None. New for School year 2013-2014
6. <b>Section II, Paragraph 1, Page 2,</b> Question: Are you current providers able to meet all of the staffing needs of the district?	Not applicable
7. <b>Section II, Paragraph 3, Page 2, Additional Responsibilities:</b> Question: What are the currently daily billable hours i.e. 8 hours/40 per week?	Not applicable
8. What format are the audit files currently established and maintained? Electronic (digital), hard copy (paper) or both? (II Scope of Services: Responsibilities and Deliverables/ Responsibilities, First Bullet)	Both
9. Who is the current vendor providing the service?	Not applicable
10. Who currently holds the contract? How many positions are filled?	Not applicable
11. How are services currently being provided? By Contract and/or school district? In each, do the services vary?	District/State Employees
12. Can we question DE on their current services and what they are looking to improve?	Yes
13. What is the current rate of each position? And/ or services provided?	Not applicable
14. What is the current billing rate for each service? (Question 5 & 6 are similar)	Not applicable
15. What is the estimated number of hours per week/ year? (Entire contract or break down per service per location?)	FTE 37.5 hour per week
16. What is the anticipated number of positions needed for this service? (Contract, Position, Service?)	Approximately 15 full time equivalent

## Questions & Answers

17. Are on-call services needed or required? If so, when and how often (if applicable)?	Yes, it depends.
18. Will services be provided in the schools, home, and/ or community settings?	Yes
19. Who will supervise?	School Principal, Director of Special Services
20. How many school days will vendor be able to invoice for per school year?	Approximately 180 days
21. Are professional in-service days required and able to be invoiced? How many per school year?	Yes, approximately 7 days
22. Will staff travel from school to school or be assigned to one school per school year?	Possibly yes
23. Are computers/ laptops/ electronic device of some kind provided? Is the “packaged application & system software” (Current version, page 21, t1) provided and pre-loaded?	Yes. Vendor can provide if compatible with district-wide technology.
24. If a specific Educational Diagnostic item is needed/ required, who bears the cost?	Disrtict
25. How many children are served in the school district? How many children currently have an IEP?	Approximately 16,000 Approximately 3,000
26. Can we submit sample resumes representative of the type of candidates we would present?	Yes.
27. If the district chooses the option to renew for additional one year periods or if the time periods are increased or decreased (due to funding), how much notice is given prior to the decision being made? (II. Scope of Services/ General Information, Paragraph 1 & 2)	90 day notice prior to expiration
28. Is this service currently being purchased through contracted services	No.
29. If so, what are the rates being paid by the school district for these services?	Not applicable

## Questions & Answers

30. How many contracted hours of Educational Diagnostician services were utilized last contract/ school year?	None
31. Who is/are the current vendor(s) providing Educational Diagnostician services? What rate(s) are you paying for these services? Have they been successful in staffing the all of your needs? How many years have they been providing services? Are you happy with the services they're providing?	Not Applicable
32. Does Christina School District currently have any Educational Diagnostician compensatory time to make-up?	Yes
33. Will Ed. Diagnostician have access to internet capabilities/computers at Christina School District?	Yes
34. Are orientation sessions / teacher in-service days billable?	Yes
<b>35.</b> Are you looking for one vendor as prime vendor?	No